

Frederick County Department of Aging

Volunteer Position Description

Position Title	Program Scheduler
Purpose	To help find good information and programs for Seniors
Position Description of Duties	To contact community agencies and businesses in order to schedule programs for center participants. Examples: Health and Nutrition Education, entertainment, crafts and travel.
Qualifications for position	Have your own transportation Good communication skills Ability to schedule programs for Centers and maintain clear and accurate record of dates and follow up calls
Time Requirement	Flexible – minimum ½ day per week suggested
Location of Assignment	Any of the Centers in the County
Orientation and Training	Overview of center, department, and county policies and procedures One on one meeting as needed with coordinator to determine interests and needs of center.
Benefits	The satisfaction of giving back and helping to make the Senior Centers more enticing by having good programs
Evaluation & Reporting Procedures	Report to the Center Coordinator in regularly scheduled meetings or as needed
Supervisor:	Center Coordinator
Contact Person:	Brunswick, Sr. Ctr: Cathy Barnes; Urbana Sr. Ctr: Susan Hofstra; Frederick Sr. Ctr: Linda McGinnes; Emmitsburg Sr. Ctr: Linda Umbel
Contact Info:	Initial of First NameLastName@Frederickcountymd.gov